

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AETC INSTRUCTION 36-2216**

**10 SEPTEMBER 2001**

**Personnel**

**ADMINISTRATION OF MILITARY  
STANDARDS AND DISCIPLINE TRAINING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-22, *Military Training*. It establishes procedures and responsibilities for training in military standards and discipline for nonprior service (NPS) enlisted and officer students in resident training courses. It applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. It also applies to personnel from other branches of the service unless they have a command and control element on base. This instruction applies to training and operations groups aligned under Second Air Force (2 AF), Nineteenth Air Force (19 AF), and technical training schools located at Air University (AU). It does not apply to basic military training, the 982 Training Group detachments (conducting initial skills, multi-phased, AFSC-awarding courses), the InterAmerican Air Force Academy (IAAFA), or the Defense Language Institute (DLI) at Lackland AFB TX with the exception that IAAFA and DLI military training leaders must adhere to the requirements specified in paragraph 12. Commanders at these locations must ensure students meet all Air Force requirements for standards and discipline. Commanders responsible for implementing this instruction may supplement this instruction to establish specific implementing procedures including clock hour adjustments for different shifts. Any training and/or operations group, geographically separated unit (GSU), operating location, or detachment may request a waiver on a case-by-case basis of any portion of this instruction. Send waiver requests to HQ AETC/DO for approval. Wing commanders may temporarily exempt students from phase program requirements when conditions are deemed unsafe (such as temporary hazards and extreme weather conditions or warnings). The responsible commander may also exempt any student participating in simulators, flights, or hot training from duty hour, meal, and transportation provisions of this instruction for those days where crew rest instructions take precedence. Send suggestions to improve this instruction (on AF Form 847, **Recommendation for Change of Publication**) and proposed supplements to the Policy Branch (HQ AETC/DOOV), 1 F Street, Suite 2, Randolph AFB TX 78150-4325, for consideration, review, and approval. See **Attachment 1** for a glossary of references and supporting information used in this publication. Throughout this instruction, aircrew member students are defined as students attending any 1AXXX 3-skill level awarding course or initial qualification course at an Air Force base aligned under 19 AF. Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

## ***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

### ***Section A—Introduction***

**1. Standards and Discipline .** Training and/or operations group commanders will ensure all graduates meet Air Force requirements of standards and discipline. Programs will be designed to reinforce training initiated during basic military training (BMT) and officer training and to continually emphasize core values, equal opportunity and treatment, and environmental awareness.

**2. Purpose and Objectives.** Military training adapts NPS airmen to military life and provides the Air Force with highly trained, motivated, self-disciplined, physically fit airmen with exceptional military bearing. Each training and/or operations group will implement a core program that includes the following elements:

- 2.1. Military customs, courtesies, and traditions (paragraph 3.).
- 2.2. A military training standard for officers (MTSO) (paragraph 5.).
- 2.3. A military training standard for (NPS) enlisted (MTSE) personnel (paragraph 6.).
- 2.4. A military training leader (MTL) program (paragraph 11.).

**3. Military Customs, Courtesies, and Traditions.** Officers and enlisted personnel must understand that customs, courtesies, and traditions play a time-honored role in the military profession and serve as an integral part in their development as professionals and future leaders. Group commanders will establish a program of activities that reinforces traditional military customs and courtesies and motivates and prepares officers and enlisted personnel for future leadership roles. This program may include parades, retreats, and/or airman reviews based on airman load and training requirements.

### **4. Points of Contact for Students and Trainees:**

- 4.1. Group commanders will ensure AETCVA 36-6, *Points of Contact for Students and Trainees*, is displayed in each classroom or laboratory room and on student bulletin boards in military training flights (MTF) or dormitory areas. This encourages students to follow the chain of command to resolve issues.
- 4.2. Units can obtain an electronic version of AETCVA 36-6 from the AETC publishing web site at <http://www.aetc.randolph.af.mil/im/>. Each unit will fill in local phone numbers, print the visual aid on 8 1/2- by 11-inch bond paper (portrait style), and frame it for display (unless it is being posted on a bulletin board). Do not print the visual aid in color. **NOTE:** Units may customize the visual aid to include their emblem in the upper right-hand corner, aligned with the AETC shield. However, units may not redesign the visual aid.

***Section B—Military Training Standard for Officers (MTSO)*****5. MTSO Requirements:**

- 5.1. Officers are expected to maintain high standards of bearing and behavior and demonstrate a professional attitude toward superiors and subordinates.
- 5.2. Squadron commanders will ensure officers are aware of their responsibilities, to include Air Force and AETC policies on fraternization, physical wellness, and military standards and training.

***Section C—Military Training Standard for (NPS) Enlisted (MTSE) Personnel*****6. General Guidelines.** The following guidelines apply during the enlisted phase program:

6.1. Airmen who relocate for follow-on training courses will continue in phase progression from the day they left off at the last training location. Airmen will remain on base until they receive an initial orientation briefing, which may be provided orally or in written format.

6.1.1. Airmen identified for reclassification will continue in phase progression until they relocate. These airmen will not be phased back solely due to reclassification. Airmen who relocate because of reclassification, at the discretion of the MTF commander or chief military training leader (CMTL), will continue in phase progression from the day they left off at the last training location or be placed in phase I for up to 7 calendar days for orientation and observation.

6.2. In accordance with AETCI 36-2203, *Technical and Basic Military Training Development*, flying training syllabi (for enlisted aircrew training), and host training policy, airmen must maintain a passing academic grade to progress in phases II through IV. Before progressing to each phase, all NPS airmen will be briefed on phase-specific guidelines, local area and mileage restrictions, hazards involving recreational activities and travel by private motor vehicles, and procedures to sign out or sign in from the local area. Airmen must also demonstrate at least a satisfactory level of military standards as determined by their MTL. MTLs must document any denial of phase progression. Therefore, NPS airmen must meet with their MTL to discuss their progression (phase-up may be conducted in mass briefings) or failure to progress in phase. Individuals who have phased back should then progress in the phase program according to the established phase program timetable. (**NOTE:** The CMTL (or higher) must approve and document any exceptions.) Airmen will not be phased back solely for failing to satisfactorily progress academically. MTLs will determine the level of excellence for airmen using the following criteria:

**6.2.1. Unsatisfactory.** Airman does not meet the required standards of uniform wear and grooming, demonstrate understanding of proper military customs and courtesies, participate as a follower, obey orders, or follow team leaders.

**6.2.2. Satisfactory.** Airman meets required standards of uniform wear and grooming, demonstrates understanding of proper military customs and courtesies, participates as a follower, obeys orders, and follows the team leader.

**6.2.3. Excellent.** Airman has excellent grooming, a sharp military image and courtesies, is highly motivated and dedicated to the team mission and other members, and primarily functions as a follower, but also volunteers to fill occasional leadership roles.

**6.2.4. Superior.** Airman has impeccable grooming and uniform wear, pays superb attention to details, is a role model who inspires others, is an outstanding self-starter with a positive attitude, sacrifices his or her own comfort to ensure team success, and consistently shows leadership ability.

6.3. In cases of minor infractions and failures to maintain standards, training squadron commanders should consider alternative corrective measures such as verbal counseling, phase delay or phase back, remedial military training (RMT), squadron details, training sessions, tours of correctional custody facility, and mandatory call to quarters before advancing to formally documented actions such as letters of reprimand, unfavorable information files (UIF), and nonjudicial punishment. Group commanders will develop guidelines for phase delay or phase back and squadron details to ensure they are not used as punishment for disciplinary infractions. **NOTE:** Disciplinary exercises (such as pushups, low crawls, etc.) will not be used.

6.4. NPS airmen will be housed separately and restricted from residing in permanent party and temporary duty (TDY) personnel dormitories. Any exception must be approved in writing by the wing commander. (**EXCEPTION:** The 381st Training Group (381 TRG) commander will approve any exceptions for the 381 TRG.) If approved, NPS airmen will be physically separated from permanent party and TDY residents by the most appropriate means, such as a different floor or wing of the building.

6.5. NPS airmen are restricted from visiting any permanent party, TDY, retrainee, transition or separation flights, or prior service personnel residence except for officially sponsored holiday events, such as Thanksgiving and Christmas, when approved by the squadron commander or higher.

6.6. NPS airmen are not allowed in dormitory rooms of the opposite sex. **EXCEPTION:** The training and/or operations group commander may authorize, in writing, phase IV students to visit the dormitory rooms of the opposite sex.

6.7. NPS single or unaccompanied airmen are restricted from renting or frequenting local hotels, motels, and base lodging rooms. Each wing must define a radius from base as the local area. If an NPS airman's family (that is, spouse, mother, father, and/or grandparents) visits and the airman has written approval from the senior MTL or higher authority in the chain of command, the airman may eat at the noncommissioned officers (NCO) club, enlisted club, consolidated club, or (when required) officers club and stay in a local hotel, motel, or base lodging with the family members. However, the airman must comply with phase-imposed alcohol and uniform restrictions.

6.8. Airmen in phases I through III must complete 3 days of physical conditioning (PC) per week unless specifically excused by an MTL. PC sessions will consist of 30 minutes of aerobic activity and 2 minutes each of situps and pushups. To progress to phases II through IV, airmen must pass a timed 2-mile run and the following situp and pushup standards. Airmen will not be denied phase progression solely because they are on a medical waiver or physical profile.

6.8.1. The established standard for the timed 2-mile run is 18 minutes for males and 21 minutes for females. For airmen 30 and older, add 2 minutes to the run time.

6.8.2. The established standard for progression into phase II is 39 pushups for males, 17 pushups for females, and 50 situps for males and females. For airmen ages 30 to 34, the standard is 36 pushups for males, 15 pushups for females, and 42 situps for male and females.

6.8.3. The established standard for progression into phases III and IV is 42 pushups for males, 19 pushups for females, and 53 situps for males and females. For airmen ages 25 to 29, the standard is 40 pushups for males, 17 pushups for females, and 50 situps for males and females. For airmen ages 30 to 34, the standard is 36 pushups for males, 15 pushups for females, and 42 situps for males and females.

6.8.4. To remain in phase IV, airmen must pass a monthly, timed 2-mile run and the established situp and pushup standards as defined in paragraph 6.8.3. Phase IV airmen not meeting the timed 2-mile run or the established situp and pushup standards will be required to retest within 1 week. After that period, phase IV airmen will be phased back to phase III until they meet the fitness assessment standard.

6.8.5. MTLs or other cardiopulmonary resuscitation (CPR)-certified personnel will manage the fitness program to include accountability, supervision, compliance, and motivation of airmen.

6.8.6. If MTLs run with airmen, additional CPR-certified personnel must be available for emergencies.

6.8.7. Use radios and/or cell phones to respond to emergency situations. Ensure a first aid kit and water are accessible. The CMTL will ensure adequate coverage for PC sessions.

6.8.8. Bike patrol and/or vehicles are required for out-and-back runs.

6.8.9. Airmen may run in wind chill indexes as low as 20 degrees Fahrenheit. Follow the guidance in AETCI 48-101, *Prevention of Heat Stress Disorders*, during extreme heat and acclimatization of NPS airmen. During extreme cold or inclement weather, the military training support flight (MTSF), MTL, or supervising party makes the determination. PC makeup is not required when participating in parades or practices, formal retreats, and military training activities, or because of valid appointments or inclement weather.

6.8.10. Airmen may run in light rain, but not during downpours or when lightning is present within 5 nautical miles.

6.9. Use AETC Form 341, **Excellence/Discrepancy Report**, in all phases of MTSE training. Airmen will carry two properly filled out AETC Forms 341 at all times.

6.10. NPS airmen in phases I through III will march to and from school in formation and in uniform unless bussing is used. They may, however, be excluded from marching (in writing) by an MTF or because of a medical-issued exemption. Each marching waiver will contain an expiration date. The training group commander will determine if phase IV airmen will march to and from school.

6.10.1. Airmen in uniform will carry an issued and operational flashlight during hours of darkness or poor visibility. The senior MTL (SMTL) or higher will determine if flashlights are required in the dormitory area, when catching a bus from the squadron area to academic training, and when using lighted troopwalks from the dormitory area to academic training.

6.10.2. Airmen will use sidewalks, troopwalks, or established routes of march. Airmen will not cut through grass, squadrons, drill pads, parking lots, or use other shortcuts.

6.10.3. Road guard vests, belts, or sleevelets are mandatory for road guards and formation commanders when entering traffic.

6.10.4. There will be a uniform of the day (UOD). When marching in a formation, airmen will be in the same uniform (for example, jackets or no jackets, sleeves up or down, gloves on or off, etc.).

6.11. NPS airmen are prohibited from smoking or using smokeless tobacco during the duty day or while in uniform.

6.12. Quiet hours are 24-hours a day, 7 days a week. That is, any noise heard outside the dormitory room determined to be disruptive by the MTL is not allowed.

6.13. NPS airmen in the grades of airman basic through airman first class will be entered in the phase program and remain in the program until they depart from training.

6.14. Air Force Reserve Command (AFRC) or Air National Guard (ANG) airmen who have graduated from BMT and are sent home until funds or class start date are available at training will be entered into the phase program upon arrival at training. NPS ANG airmen promoted early to senior airman without a 3-skill level will remain in the phase program and the NPS dormitory and are encouraged to take a leadership role in the MTF.

6.15. Higher or lower phase privileges will not be used for group performance.

6.16. NPS airmen are not normally authorized to take ordinary leave. (**EXCEPTION:** Christmas Exodus.) In rare circumstances, the group commander may approve leave for airmen in all phases. The group commander may delegate this authority to the squadron commander. When leave is authorized, the airmen will receive a predeparture safety briefing, which will be documented on AETC Form 29B, **Predeparture Safety Briefing**. **NOTE:** During Christmas Exodus, airmen in phases I and II will not accrue calendar days to progress in phase.

6.17. Phase IV airmen will not proceed farther than 300 miles (phase III airmen, 150 miles; phase II airmen, 25 miles) from their training location on weekends or holidays. The squadron commander or designated representative must approve any exceptions.

**7. Phase I.** Phase I lasts from arrival at the training wing, training and/or operations group, or site through the 28th calendar day after arrival. During phase I, NPS airmen will:

7.1. Remain on station.

7.2. Not purchase, possess, or consume alcohol or tobacco products.

7.3. Wear appropriate uniforms on and off duty except when in their immediate dormitory living area. (The wing or group commander may prescribe clothing requirements for the immediate living area.)

7.4. Adhere to a daily call to quarters (2200 to 0400). Airmen assigned to afternoon shift training will adhere to a curfew of 0230 and 2200 on Saturday, Sunday, and holidays. **NOTE:** Holiday hours are the same as weekend hours.

7.5. Eat all daily meals Monday through Friday in a base dining facility.

7.6. Not operate a privately owned vehicle (POV). They may ride in a POV, but not during duty hours or to and from school.

7.7. Have their rooms inspected on a weekly basis. Inspections will not be on the same day every week. These inspections will be documented and kept for a minimum of 60 days. Airmen must keep their rooms in accordance with local guidelines to include the following:

7.7.1. Beds will be made with issue sheets and a bedspread or blanket. (Personalized bedspreads or comforters are not authorized.)

7.7.2. No pictures of any kind will be hung on the walls or lockers. (Pictures in a frame, no larger than 8 inches by 10 inches, may be displayed on the airman's desktop, but must not be of a sexually explicit or degrading nature.)

7.7.3. Airmen may have an alarm clock or radio alarm clock on the nightstand or desk.

7.7.4. Airmen may not have or use a television or stereo in their immediate dormitory living area. They may, however, use existing televisions or stereos in dayrooms or common areas.

**8. Phase II.** This phase runs from the 29th calendar day through the 44th day after arrival at the training wing, training and/or operations group, or site. During this phase, NPS airmen:

8.1. Will remain in uniform and on station during duty hours. If going off station, they will wear the appropriate blue uniform combination.

8.2. Will not purchase, possess, or consume tobacco products.

8.3. May ride and operate a POV, but not during duty hours or to and from school.

8.4. Will adhere to call to quarters from 2200 to 0400, Sunday through Thursday, and 2400 to 0400, Friday through Saturday. Airmen assigned to afternoon shift training will adhere to a curfew of 0230 and 2400 on Saturday, Sunday, and holidays. **NOTE:** Holiday hours are the same as weekend hours.

8.5. Will eat at least two meals per day, Monday through Friday, in a base dining facility.

8.6. Have their rooms randomly inspected on a weekly basis. Inspections will not be on the same day every week. These inspections will be documented and kept for a minimum of 60 days. Airmen must keep their rooms in accordance with local guidelines and may personalize their rooms.

8.7. May consume alcohol on station in civilian attire, provided they are of legal age. However, no alcohol will be consumed between 1700 Sunday and 1700 Friday. Airmen will not possess or consume alcohol in the dormitory or immediate surrounding area.

8.8. If married and the spouse resides in the local area, may move off base with the written approval of the squadron, detachment, or MTF commander. (**NOTE:** NPS airmen allowed to live off base are not authorized a dorm room and may operate a POV to and from their residence to their squadron area. They will not drive to and from school unless otherwise authorized. The squadron commander may delegate this authority to the squadron section commander. Training group commanders may develop local guidance in an approved supplement to this instruction to be more restrictive on NPS off-base residency if local conditions warrant.

**9. Phase III.** Phase III runs from the 45th day after arrival at the training wing, training and/or operations group, or site through the 180th calendar day. During this phase, NPS airmen:

9.1. Will remain in uniform and on station during duty hours.

9.2. Will not smoke or use smokeless tobacco products during duty hours or while in uniform.

9.3. May ride and operate a POV, but not during duty hours or to and from school.

9.4. Will adhere to a call to quarters from 2200 to 0400, Sunday through Thursday. Airmen assigned to afternoon shift training will adhere to a curfew of 0230. However, they do not have a call to quarters from Friday through Saturday. (Holiday hours are the same as weekend hours.)

9.5. Will eat at least two meals per day, Monday through Friday, in a base dining facility.

9.6. Will have rooms inspected a minimum of twice a month and must keep their rooms in accordance with local base guidelines. These inspections will be documented and kept for a minimum of 60 days. Airmen may personalize their rooms.

9.7. May consume alcohol provided they are of legal age. However, alcohol will not be consumed between 1700 Sunday and 1700 Friday. An airman will not possess or consume alcohol in the dormitory or immediate surrounding area.

9.8. Identified as superior performers (militarily) and possess a 90-percent or higher academic average on the 150th day of training may be approved by the squadron commander for acceleration into phase IV. The squadron commander may delegate this authority to the squadron section commander.

**10. Phase IV.** This phase runs from the 181st calendar day after arrival at the training wing, training and/or operations group, or site through completion of all AFSC-awarding training and departure for duty assignment. Aircrew member students will remain in phase IV until successfully completing initial qualification training. During this phase, NPS airmen:

10.1. Will remain in uniform during the academic duty day (from their initial duty formation until final formation dismissal after return from their last class for the day) or during official business.

10.2. Will not smoke or use smokeless tobacco products during duty hours or while in uniform.

10.3. Have no restrictions on the use of POVs.

10.4. Have no restrictions on the number of meals that must be eaten in the dining facility.

10.5. Are exempt from call to quarters.

10.6. Must achieve and maintain a passing academic average as defined in AETCI 36-2203 and the host training policy.

10.7. May consume alcohol after duty hours, in or out of uniform, provided they are of legal age. Airmen will not possess or consume alcohol in the dormitory or immediate surrounding area and will not consume alcohol 8 hours before duty. Aircrew members will comply with the major weapon system (MWS) specific AFI guidance on alcohol consumption.

10.8. Will keep their rooms neat, orderly, and in accordance with their local base guidelines and be inspected at least once a month on a random basis. These inspections will be documented and kept for a minimum of 60 days.

10.9. May frequent the airman's club for social and entertainment purposes. **NOTE:** Wing commanders may authorize phase IV airmen to use the base enlisted club.



***Section D—Training Wing, Group, or Site MTL Program For Enlisted Students***

**11. MTL Duties.** An MTL (special duty identifier 8B100) is an enlisted person in the grade of senior airman or above assigned to a training wing, training and/or operations group, or site as prescribed in AFMAN 36-2108, *Airman Classification*. MTLs will:

- 11.1. March airmen as required to and from class.
- 11.2. Conduct physical fitness training and weekly personnel and room inspections.
- 11.3. Organize and participate in retreat and parade ceremonies.
- 11.4. Advise and counsel airmen.
- 11.5. Plan, organize, and direct military education.
- 11.6. Ensure maintenance of military standards.
- 11.7. Prepare and maintain records pertinent to military education and counseling matters.
- 11.8. Supervise subordinate MTL personnel.

**12. MTL Management:**

12.1. In partnership with HQ AETC/DP, the numbered Air Forces (NAF) will select and assign MTLs. HQ AETC/DOO is responsible for MTL policy. The NAFs are responsible for the training and day-to-day management of MTLs. All 2 AF and 19 AF MTLs must attend an initial qualification training course provided by 37 TRG, Lackland AFB TX. In addition, units will provide training on location-specific duty requirements.

12.2. Upon successfully completing the formal training course at Lackland AFB, MTLs are awarded the blue aiguillette. All 2 AF and 19 AF MTLs will wear the aiguillette with all authorized uniform combinations. (**NOTE:** Any current MTL identified with special duty identifier 8B100 before April 1998 is exempt from the formal course and may wear the aiguillette.) Training and/or operations group commanders at locations without MTLs assigned may adjust the scope of the MTL duties and/or assign the MTL responsibilities to the first sergeant, dormitory manager, or other responsible individuals.

**13. Form Prescribed.** AETC Form 341.

**14. Forms Adopted.** AF Form 847 and AETC Form 29B.

JOHN A. NEUBAUER, Colonel, USAF  
Deputy Director of Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-22, *Military Training*

AETCI 36-2203, *Technical and Basic Military Training Development*

AFMAN 36-2108, *Airman Classification*

AETCVA 36-6, *Points of Contact for Students and Trainees*

***Abbreviations and Acronyms***

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**AU**—Air University

**BMT**—basic military training

**CMTL**—chief military training leader

**CPR**—cardiopulmonary resuscitation

**DLI**—Defense Language Institute

**GSU**—geographically separated unit

**IAAFA**—InterAmerican Air Force Academy

**MTF**—military training flight

**MTL**—military training leader

**MTSE**—military training standard for (nonprior service) enlisted

**MTSF**—military training support flight

**MTSO**—military training standard for officers

**MWS**—major weapon system

**NAF**—numbered Air Force

**NCO**—noncommissioned officer

**NPS**—nonprior service

**PC**—physical conditioning

**POV**—privately owned vehicle

**RMT**—remedial military training

**SMTL**—senior military training leader

**TDY**—temporary duty

**UIF**—unfavorable information file

**UOD**—uniform of the day